

# Riegel Ridge Community Center Rental Application

## Applicant Information \*must be one in charge of event & over 21\*

First Name:

Last Name:

Phone:

Cell Phone:

Organization Name:

Street Address:

City:

State:

Zip:

E-Mail:

## Rental Information

Type Of Event:

Please Check One:

Private Use

Non-Profit

Profit

Date Of Event:

Room/s Reserving:

# Of Guests:

Rental Time:

Our facility closes at 5pm. We allow you access until 6pm to clean up. Any time beyond 6pm, there is a \$25 per hour fee paid up front.

Will Alcohol Be Served?  
 YES  NO

\*If selling alcohol, one must have an application for a permit filed with the State of New Jersey.

\*\* No one under 21 is allowed at events where alcohol is being sold.

Special Provisions / Requests:

## Requirements

Requirements: 50% of total rental fee must be provided at signing of contract, copy of certificate of homeowner's insurance (Deck Page) and a separate security deposit check in the amount \$150.00. If a caterer is hired to distribute alcohol we must have a copy their insurance & liquor permit on file. Balance of rental fee must be paid in full no later than 30 days prior to event in order to prevent cancellation of rental at RRCC. All rentals booked 30 days or less prior to date of event will be required to pay the entire rental fee at signing of contract.

Application is hereby made to use the Riegel Ridge Facility as specified above. I agree on behalf of myself and/or my organization as the contact person, that all members and guests will observe all regulations and that I/we individually, and/or as an organization will assume full financial responsibility for any and all damages done to the Riegel Ridge Community Center property during the above indicated period(s) of use. I/we agree that our organization and/or I will at all times hereafter, indemnify the above-named facility against any loss, damage, or expense of any kind, which said facility may sustain or incur because of use of the above described building by our organization, and I/we will further hold said facility harmless for loss of any kind in connection therewith.

Renter Signature:

RRCC Director Signature:

## For Office Use Only

Rental Fee:

Any Extra Fees:

Total Due:

Paid:\$ \_\_\_\_\_

Date: \_\_\_\_\_

Amt. Owed \_\_\_\_\_

Paid:\$ \_\_\_\_\_

Date: \_\_\_\_\_

Trans # \_\_\_\_\_

Emp. Initial \_\_\_\_\_

Trans # \_\_\_\_\_

Emp. Initial \_\_\_\_\_

Insurance

Security Deposit

Alcohol Agreement

Caterer Insurance/Permit